

HQMC  
29 Nov 1983

E R R A T U M

to

MCO 5321.1A of 23 Sep 1983

Assignment of Appropriated Funded Personnel to Moral,  
Welfare and Recreation (MWR) Activities

1. Change the PCN at the bottom of the letterhead page to read "PCN 102 079050 00" vice "PCN 102 007477 00".

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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO 5321.1A  
MPC-49 :des  
23 Sep 1983

MARINE CORPS ORDER 5321.1A W/ ERRATUM

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Assignment of Appropriated Funded Personnel to Morale,  
Welfare and Recreation (MWR) Activities

Ref: (a) SECNAVINST 5300.22A

Encl: (1) DoDDir. 1015.4 of 26 Apr 1983

1. Purpose. To promulgate policy and information concerning the assignment of appropriated funded personnel to Morale, Welfare and Recreation (MWR) activities; define conditions under which appropriated funded personnel may be assigned; define specific MWR activities to which assignment of appropriated funded personnel are prohibited and to revise the policies for the temporary assignment of military personnel to MWR activities pursuant to the provisions of the enclosure.

2. Cancellation. MCO 5321.1.

3. Background. Since 1978, Congress and the Department of Defense (DoD) have had an ongoing interest in the curtailment of military personnel assigned to MWR activities. This curtailment was accomplished by the reduction of military billets through succeeding years, or the conversion of military billets to appropriated funded civilian billets.

4. Scope. The enclosure emphasizes the maximum use of civilian employees instead of military personnel, except where military personnel are demonstrably needed. Accordingly, it will be necessary for each command to review the enclosure and apply the staffing criteria contained therein to each appropriated fund MWR billet on the command's Table of Organization (T/O).

5. Action

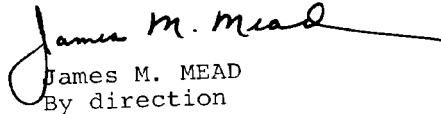
a. Ensure that personnel are assigned to or used in MWR activity billets only to the extent authorized by Headquarters Marine Corps approved T/O's and in conformance with the criteria delineated in this Order and the enclosure. Ensure that appropriated funded civilians are not used in exchanges.

b. Review current T/O's and submit recommended revisions, to reflect appropriated funded civilian and military staffing in conformance with the enclosure, to the Commandant of the Marine Corps (Code MPC-40). In this connection, previously directed military billet reductions will not be re-introduced in the revised T/O's.

c. Use nonappropriated fund employees in accordance with the reference, where appropriate, to replace those appropriated funded billets that may be deleted from the T/O's.

d. Establish procedures to ensure that the continued assignment of appropriated funded personnel to MWR activities is in consonance with the intent and purpose of this Order and the enclosure.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
James M. MEAD  
By direction

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# Department Of Defense DIRECTIVE

MCO 5321.1A  
23 Sep 1983

April 26, 1983  
NUMBER 1015.4

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ASD (MRA&L)

SUBJECT: Assignment of Appropriated-Funded Personnel to Morale, Welfare, and Recreation Activities

References: (a) DoD Directive 1315.10, subject as above, March 17, 1978 (hereby canceled)  
(b) DoD Directive 1330.2, "Funding of Morale, Welfare and Recreation (MWR) Programs," March 17, 1978  
(c) DoD Directive 1400.6, "DoD Civilian Employees in Overseas Areas," February 15, 1980  
(d) DoD Instruction 1400.10, "Employment of Foreign Nationals in Foreign Areas," December 5, 1980  
(e) DoD Instruction 1330.20, "Reporting of Morale, Welfare, and Recreational (M",R) Activities Personnel Information," September 4, 1980  
(f) DoD Instruction 1000.15, "Private Organizations on DoD Installations," September 22, 1978

A. PURPOSE

1. This Directive replaces reference (a), provides policy, and assigns responsibilities.

2. This Directive relates to the authorizations of funding support in reference (b).

B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to as "DoD Components"). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps.

C. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

D. POLICY

1. Appropriated-funded manpower staffing to operate, manage, or support morale, welfare, and recreation (MWR) activities is authorized at all echelons of command when the staffing:

a. Provides executive control and essential command supervision, as defined in enclosure 1.

ENCLOSURE (1)

b. Performs direct operational and day-to-day functions of those programs or activities specified in enclosure 2, because:

(1) Technical or professional education or experience is required.

(2) Accountability of appropriated-funded resources is required.

(3) It is necessary to ensure that responsible commanders have adequate support to meet their assigned responsibilities for protecting the interests of the federal government.

c. Provides full staffing for shipboard activities and those activities designated in enclosure 2.

d. Provides military personnel, as required, and their assignment meets the criteria in subsection D.3.

2. Civilians shall be used to staff MWR activities to the maximum extent. In foreign countries, first priority shall be given to the employment of locally available qualified dependents of military and U.S. civilian personnel, in accordance with the provisions of DoD Directive 1400.6 (reference (c)) and DoD Instruction 1400.10 (reference (d)), except when:

a. Their employment is restricted by status of forces agreements or treaties.

b. Host national, political, or economic conditions require maintenance of the existing local national and U.S. citizen employment balance.

c. It can be clearly demonstrated that the total cost of employing foreign nationals shall represent significant savings over the total cost of employing U.S. dependents.

3. Military personnel may not be permanently assigned to MWR activities, except:

a. When required for deployments or at locations where qualified civilians are not available.

b. For purposes of rotation and training and career progression not available at other activities.

c. When executive control and essential command supervision otherwise cannot be provided effectively.

4. Military personnel may be placed on temporary assignment to MWR activities, to include detail and temporary duty, for a period not to exceed 90 days, unless a longer period is approved by the head of the DoD Component concerned. Temporary assignments may be made only under these conditions:

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a. The military member, possessing a noncritical Military Occupational Specialty/Air Force Specialty Code (MOS/AFSC) is awaiting reassignment or other personnel action and is not required to perform in his or her MOS/AFSC.

b. Fleet Marine Force Personnel Assistance Program (FAP) personnel are not occupying table of organization billets and are required to carry out the provisions of the FAP.

c. Navy afloat or deployed units arrive at supporting locations and military members are required to augment the host installation.

d. Mobility or deployment requirements occur.

e. Training to upgrade essential military skills cannot be provided through other means.

5. The assignment of borrowed military personnel temporarily on a rotational basis to permanent MWR positions is discouraged. Military personnel assigned either to temporary or permanent positions on a rotational basis shall be counted against full-time MWR manpower ceilings. Such assignments must comply with criteria outlined in subsection D.3., above.

6. Military and civilian personnel who contribute more than 25 percent of their time to include permanent, temporary, part-time, and collateral involvement with MWR activities during any fiscal quarter shall be accounted for and reported under DoD Instruction 1330.20 (reference (e)).

7. This Directive is not intended to discourage voluntary or nonappropriated funded, part-time, or off-duty employment of enlisted personnel; nor is it intended to restrict the assignment to MWR activities of seasonal over-hire personnel employed under summer youth hire programs or other DoD and non-DoD-funded programs.

8. The provisions of this Directive shall be taken in concert with the levels of support provided by DoD Directive 1330.2 (reference (b)), to determine the total MWR appropriated fund requirements.

#### E. RESPONSIBILITIES

The Head of each DoD Component shall:


1. Develop and disseminate manpower staffing guidelines that conform to the provisions of this Directive.

2. By periodically including specific items of inquiry in Military Services Inspector General checklists or by other appropriate means, ensure and, upon request, verify to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) that the military and civilian personnel staffing of MWR activities within the DoD Component complies with the policies set forth in section D., above.

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F. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 180 days.

  
PAUL THAYER  
Deputy Secretary of Defense

PAUL THAYER  
Deputy Secretary of Defense

Enclosures - 2

1. Definitions
2. Authorization for Appropriated  
Fund Manpower for MWR Categories/  
Activities

DEFINITIONS

1. Essential Feeding. Food service provided by an open mess instead of an appropriated fund facility, due to its absence or inadequacy.
2. Executive Control and Essential Command Supervision. Those managerial functions of planning, organizing, directing, coordinating, and controlling the overall operations of MWR programs and activities consist specifically of program, fiscal, logistical, and other management functions that are separate from the daily working level activities and tasks of MWR programs. Specifically excluded from this definition is the direct operation of individual MWR programs and activities.
3. Morale, Welfare, and Recreation (MWR) Activities. Those activities (exclusive of private organizations as defined in DoD Instruction 1000.15 (reference (f)) located on military installations or on property controlled (by lease or other means) by a Military Department or furnished by a DoD contractor, which provide for the comfort, pleasure, contentment, and mental and physical improvement of authorized DoD personnel in terms of providing recreational and free-time programs, self-development programs, resale merchandise and services, or general welfare. MWR activities may be funded wholly with appropriated funds, primarily with nonappropriated funds, or with any combination of appropriated and nonappropriated funds.



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AUTHORIZATION FOR APPROPRIATED FUND MANPOWER  
FOR MWR CATEGORIES/ACTIVITIES

Category	Program/Activity	Authorized			Prohibited <sup>2</sup>
		Executive Control and Command Supervision (D.1.a.)	Operational Functions (D.1.b.)	All Functions (D.1.c.)	
I	Exchanges	X			
II	Other Resale and Revenue Sharing				
	Stars & Stripes	X <sup>3</sup>	X <sup>3</sup>		X
	Other category II activities				
III	Military General Welfare & Recreation				
	A. NAFL administration	X <sup>4</sup>	X		
	B. Recreation and sports program direction	X <sup>4</sup>			
	Group 1				
	Libraries			X	
	Sports/athletics - self-directed and unit level/interunit			X	
	Recreation centers/rooms and unit level			X	
	Amusement rides/games/activities			X	
	Motion pictures (free admission)			X	
	Professional entertainment overseas	X			

- 1 This enclosure is not applicable to shipboard MWR activities.
- 2 Precludes use of appropriated fund positions on manning documents. Does not prohibit executive control and command supervision. Does not preclude military personnel from performing MWR functions as collateral duty, nor assignment of military personnel to MWR activities under the policy set forth in subsections b.3. and 4., basic Directive.
- 3 To produce DoD overseas Unified Command newspapers.
- 4 Provides executive control and essential command supervision over category III activities (DoD Directive 1330.2, reference (b)).

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Category	Program/Activity	Executive Control and Command Supervision (D.I.a.)	Authorized		Prohibited <sup>2</sup>
			Operational Functions (D.I.b.)	Specified All Functions (D.I.c.)	
IV	Civilian General Welfare and Recreation				X
V	Military Open Messes	X	X <sup>5</sup> , 8		
VI	Other Membership Associations				X
VII	Common Support Services MAFIs	X			
VIII	Supplemental Mission Service NAFIs				
	Bachelor and transient quarters MAFIs	X	X		X
	Other category VIII activities				

<sup>2</sup> See footnote 2 on page 1.  
<sup>5</sup> Managerial personnel only.  
<sup>8</sup> Pertains only to essential feeding, as defined in enclosure 1.

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Category	Program/Activity	Executive Control and Command Supervision (D.1.a.)	Authorized		Prohibited <sup>2</sup>
			Operational Functions (D.1.b.)	Specified All Functions (D.1.c.)	
IV	Civilian General Welfare and Recreation				
V	Military Open Messes	X	X <sup>5</sup> , 8		X
VI	Other Membership Associations				
VII	Common Support Services NAFIs	X			X
VIII	Supplemental Mission Service NAFIs				
	Bachelor and transient quarters NAFIs	X	X		X
	Other category VIII activities				

<sup>2</sup> See footnote 2 on page 1.  
<sup>5</sup> Managerial personnel only.  
<sup>8</sup> Pertains only to essential feeding, as defined in enclosure 1.